

Military Surface Deployment and Distribution Command (SDDC)

Transportation Financial Management System (TFMS-M)

Standard Operating Procedures

Purchase Orders

Version 2.0
May 24, 2004

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1 Purchase Orders Overview

Purchase Orders are used to establish obligations within the Purchasing Module. Once a requisition has been approved, the Service Agent (Buyer) will use the AutoCreate process to convert the approved requisition into a Purchase Order.

1.1 Review Assigned Requisitions

Staff from SDDC-RM will review approved requisitions by selecting the item category/sub category (requisition type/department) on the purchase order lines.

SDDC Guidance for the following requisition types:

- PR&C – Create when a contract award is made in the SPS system.
- TDY –
 - Line 1 - Create a purchase order with the employee as the supplier.
 - Line 2 - Add to the monthly airfare purchase order.
- MIPR – Form DD448-2 must be received from the provider in order to AutoCreate the purchase order.
- IMPAC – For purchase cards, the monthly updates to the obligation will be added to the existing Purchase Order. The purchase order number is the Purchase card number plus the fiscal year and calendar month.

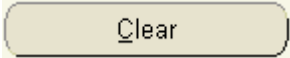
1.2 AutoCreate

Once a requisition has been approved, the buyer will use the AutoCreate process to convert the approved requisition into a Purchase Order. The AutoCreate function has features that simplify the creation of a purchase order into a few steps:

- Enter selection criteria to find requisition lines. See [section 1.2.1 Find Requisition Lines for AutoCreate.](#)
- Select requisition lines to AutoCreate. See [section 1.2.2 Select Requisitions to AutoCreate.](#)
- Review Purchase Order information for completeness and accuracy. See [section 1.2.3 AutoCreate to Purchase Orders.](#)

1.2.1 Find Requisition Lines for AutoCreate

Navigate to the **Find Requisition Lines** window by selecting **AutoCreate** from the navigator menu.


- Select  to clear all the fields.
- Enter search criteria to narrow the selection of requisition lines.



SDDC Guidance: Search by **Category** to find requisition lines for which the Buyer is responsible for creating Purchase Orders.

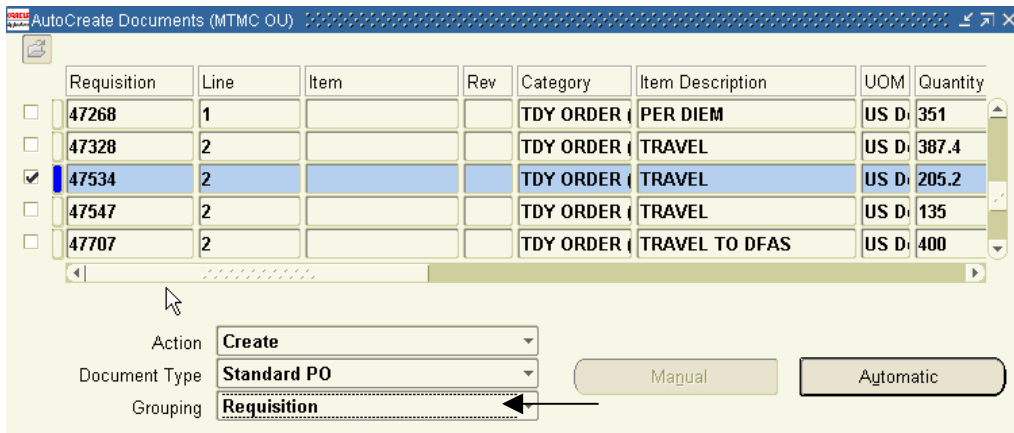
Find Requisition Lines	Instructions	Comments
Approved	Defaults to Yes.	The system only selects approved requisition lines. “No” supports the creation of RFQ’s.
Buyer	Defaults to User	Initially select “Clear” to remove buyer..

Find Requisition Lines	Instructions	Comments
Category (<i>Item Tab</i>)	Select category from the Item tab. Example: MIPR, HQ MTMC – RM	
Requisition Number		Optional.
Requestor or Preparer		Optional
Supplier & Supplier Site		Optional
Ship-To		Optional

- Select  to search requisitions that meet your selection criteria in the **AutoCreate Documents** window.

1.2.2 Select Requisitions to AutoCreate


- The **AutoCreate Documents** window displays the requisition lines that meet the search criteria entered in the **Find Requisition Lines** window.



	Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity
<input type="checkbox"/>	47268	1			TDY ORDER	PER DIEM	US D	351
<input type="checkbox"/>	47328	2			TDY ORDER	TRAVEL	US D	387.4
<input checked="" type="checkbox"/>	47534	2			TDY ORDER	TRAVEL	US D	205.2
<input type="checkbox"/>	47547	2			TDY ORDER	TRAVEL	US D	135
<input type="checkbox"/>	47707	2			TDY ORDER	TRAVEL TO DFAS	US D	400

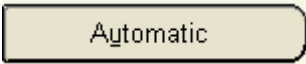
Action: **Create**
 Document Type: **Standard PO**
 Grouping: **Requisition**

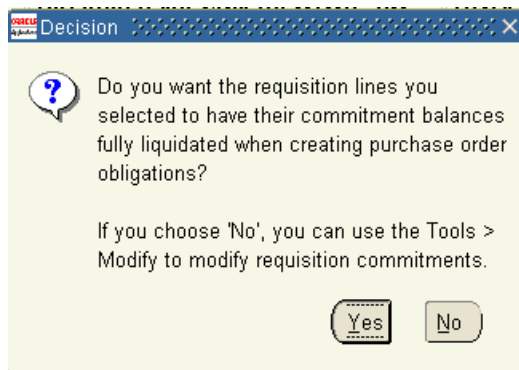
Manual Automatic

- Select the requisition lines to include in the purchase order by clicking in the **Requisition Line Check Box**. The selected lines will be highlighted in blue.
 - **NOTE:** To select all the requisition lines, on the tool bar select Edit > Select All or to deselect all the requisition lines Edit > Deselect All.
- Use the scroll bar to go to the far right of the screen and double click on the **Descriptive Data Flexfield**  to copy the Standard Document Number. The number will be pasted into the Document field.
 - **NOTE:** All selected lines should have the same standard document number. This number becomes the purchase order number.

- Select information the drop-down lists:

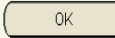
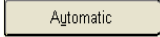
Action	Defaults to “Create”. Create = Create a new purchase order. Add To= Add lines to existing purchase order.	The following outline summarizes the determination: <ul style="list-style-type: none"> ○ Create – MIPR, PR&C, TDY Line 1 (Per diem & Other), Training, PCS, PCV, and Miscellaneous Obligations. ○ Add To - IMPAC (Monthly updates), TDY Line 2 (Airfare)
Document Type	Defaults to “Standard PO”.	Currently the only type SDDC uses.
Grouping	Click the drop down arrow to select “Requisition”.	“Default” combines the requisition lines for the same item, revision, line type, unit of measure, and transaction reason onto one new document line.

- Select  to continue creating the purchase order. The following **Decision** window appears.



- Perform one of the following:

If you...	Then...
Select “Yes” to fully liquidate when creating purchase order obligations.	<ul style="list-style-type: none"> • Go to section 1.2.2.1 to create a New purchase order or, • Go to section 1.2.2.2 to Add To a purchase order.

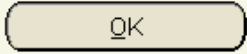
<p>Select “No” to fully liquidate the commitment balances.</p>	<ol style="list-style-type: none"> 1. Go to the menu bar, Tools > Modify to modify the requisition. 2. Modify Lines window appears. 3. Click on the next available line. Information from first line will automatically populate second line 4. Enter the new quantity in the Quantity field. 5. Click  to continue. 6. Decision window appears to create a new line for the balance or liquidate the balance (select the appropriate button). 7. The AutoCreate Documents window appears. Select  to create the purchase order. 8. Go to section 1.2.2.1 to create a New purchase order or go to section 1.2.2.2 to Add To a purchase order.
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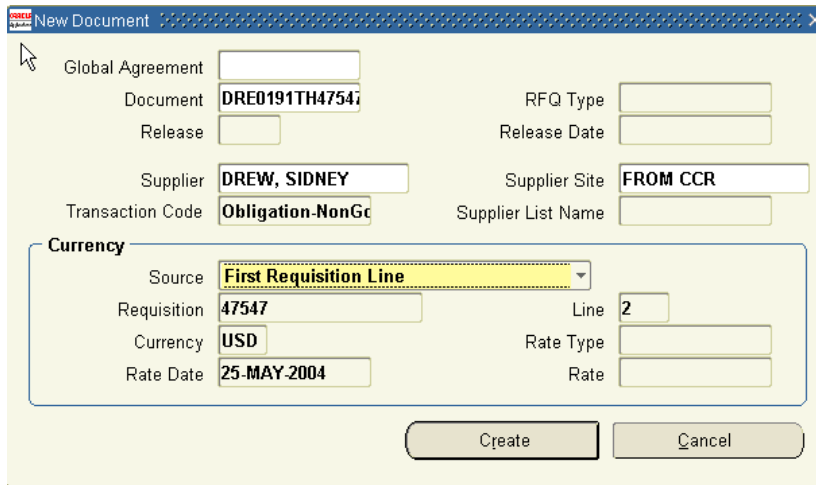


Modify: Use the Modify feature when you want to split an existing requisition line into multiple requisition lines that represent the same or different items. For example, if the requisition line quantity is so large that a single supplier cannot fill the entire order by the need-by date then you can split the line for multiple suppliers.

1.2.2.1 New Document (Purchase Order)

- When Automatic is selected with the Action “Create”, the **Enter Transaction Events** window appears.

- Place the cursor in the **Transaction Event** field and click the list of values icon. The system will automatically populate the **Transaction Event** field to AutoCreate Purchase Order and the **Transaction Code** field to Obligation-NonGov (to change the Transaction Code field to Obligation-Gov, select from the list of values.)
 - NOTE:** Do not enable the “Do not display this window again” checkbox. If this is done it is necessary to close out of the New Document form and navigate back to it.
- Select  to proceed to the **New Document** window



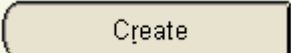
The 'New Document' window contains the following fields and values:

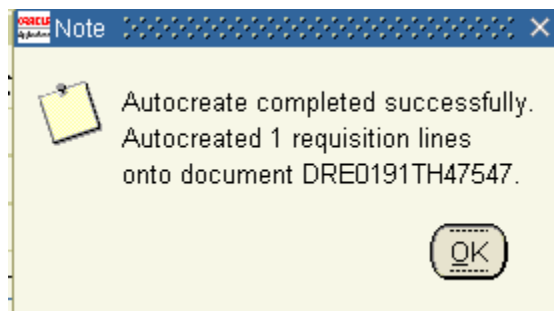
Global Agreement		RFQ Type	
Document	DRE0191TH47547	Release Date	
Release		Supplier Site	FROM CCR
Supplier	DREW, SIDNEY	Supplier List Name	
Transaction Code	Obligation-NonGov		

Currency Section:

Source	First Requisition Line	Line	2
Requisition	47547	Rate Type	
Currency	USD	Rate	
Rate Date	25-MAY-2004		

Buttons: Create, Cancel

- Paste the Contract or Standard Document Number into the **Document** field. This number becomes the purchase order number and will be used to enter/match receipts and AP invoices.
- In the Currency section, use the drop down menu to select First Requisition Line in the **Source** field.
- Select  to process the purchase order.
- The following message appears to confirm successful creation of purchase order.



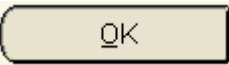
- Go to [section 1.2.3 AutoCreate to Purchase Order](#) to continue to process the purchase order.

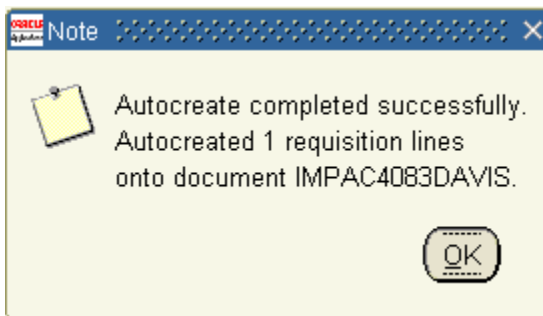
1.2.2.2 Add to Document (Purchase Order)


- When Automatic is selected with the Action “Add To”, the **Add To Document** window appears.

- Enter the following information:

Add To Document	Instructions	Comments
Document Number	Enter the document number to which the requisitions line(s) should be appended.	
Release	If the document is a blanket agreement, enter the release number to which the requisitions should be appended.	Skip. Not used at this time.

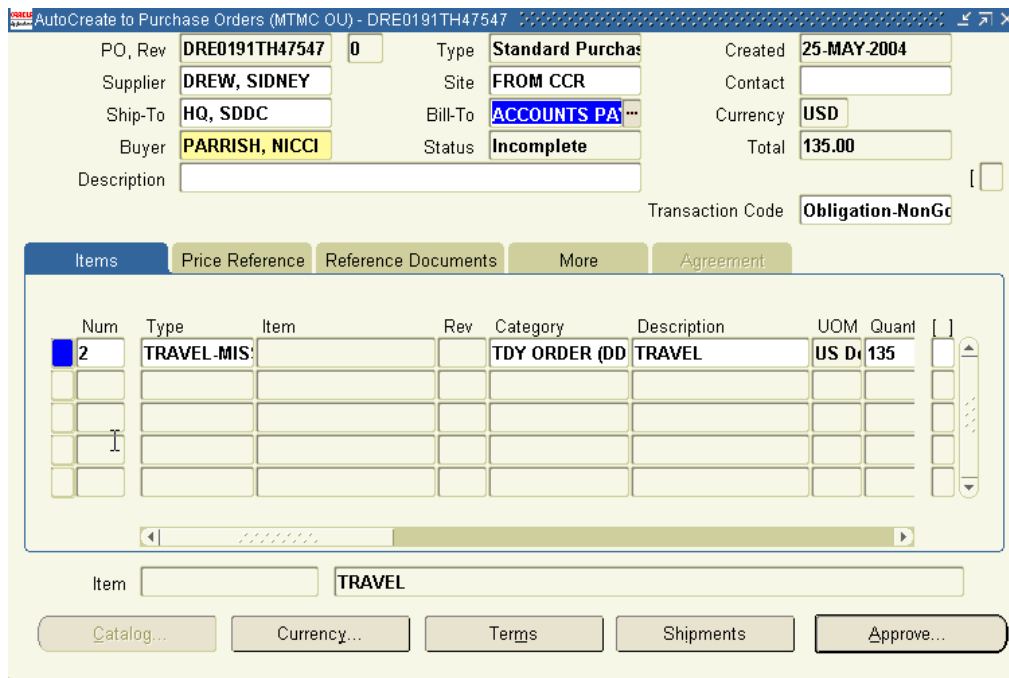
- Click  to proceed with the creating the purchase order.
- The following window appears:



- Select  to proceed to the purchase order document.
- Go to [section 1.2.3 AutoCreate to Purchase Order](#) to continue to process the purchase order.

1.2.3 AutoCreate to Purchase Orders

- The **AutoCreate to Purchase Orders** window appears. The buyer should review the purchase order information for completeness and accuracy. If necessary, make changes.

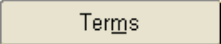


- The following AutoCreate to Purchase Orders table outlines the areas of review:

AutoCreate to Purchase Orders	Instructions	Comments
<i>Header</i>		
Ship-To	Select the list of values icon to find the “Ship to” location.	
Description	Enter purchase order summary description.	Help is searching for PO’s.
Supplier Site	See Supplier.	


Transaction Code	Defaults from the “Enter Transaction Events” window.	Obligations – Gov for any Government Agency. Obligations – Non Gov for employees and non-Government employees.
<i>Tabs</i>		Scroll right to view additional information.
Items	Review	
Price Reference	Review	
Reference Documents	Review	
More	Review	
<i>Buttons</i>		
Catalog	Skip	Not currently used.
Currency		Currency information.
Terms	Defaults from supplier.	See section 1.2.3.1 Terms and Conditions for additional information.
Shipments	Defaults.	See section 1.2.3.2 Shipments for additional information.
Approve	Select Approve when purchase order is complete.	See section 1.2.3.3 Approve .


1.2.3.1 Terms and Conditions

- When the buyer selects  from the **AutoCreate to Purchase Orders** window the following **Terms and Conditions** window appears:

- The terms information defaults from the supplier information. The buyer can review and modify the terms for the purchase order.
- Close the window when complete and to return to the AutoCreate to Purchase Order window.


1.2.3.2 Shipments

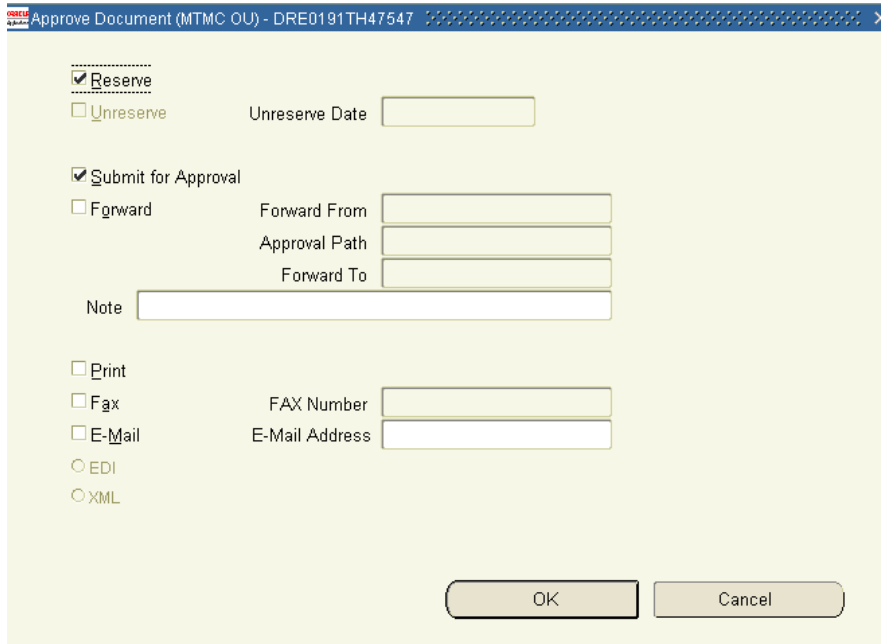
- When the buyer selects  from the AutoCreate to Purchase Orders the following window appears.

- Select  to view the project/task/expenditure information.

- Close the **Shipments** window when complete and return to the AutoCreate to Purchase Order window..

1.2.3.3 Approve

- When the buyer selects  from the AutoCreate to Purchase Orders the following window appears.



Approve Document (MTMC OU) - DRE0191TH47547

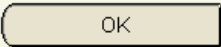
☒ Reserve
☐ Unreserve Unreserve Date

☒ Submit for Approval
☐ Forward Forward From
 Approval Path
 Forward To

Note

☐ Print
☐ Fax FAX Number
☐ E-Mail E-Mail Address

☐ EDI
☐ XML

- Check the **Reserve** check box.
- The **Submit for Approval** check box will default as checked.
- Click  to submit. The Purchase Order will automatically be approved.
 - **NOTE:** When OK is selected from the **Approve Document** window the system performs submission checks.

1.2.3.3.1 Submission Checks

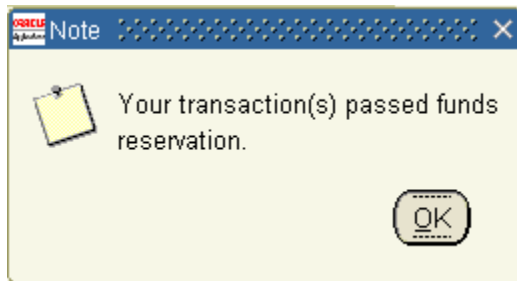
Purchasing performs a submission check on all documents that successfully complete a status check whenever you perform or attempt an approval action.

The submission check verifies that all mandatory fields have been entered and that various quantities, amounts, and dates are within prescribed ranges or limits. If your document fails any of the submission check rules, Purchasing automatically brings you to the Approval Error window where you can review the cause(s) of failure. You can then return to the document entry window to make required corrections.

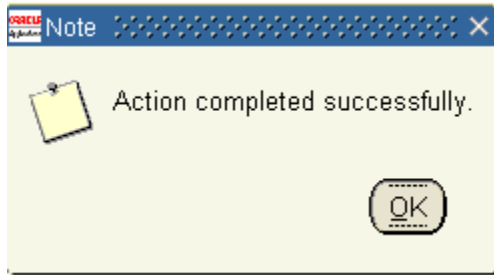
- Header Checks:
 - Document must have a supplier.
 - Document must have a supplier site.
 - Supplier must not be on hold.
 - US Currency
 - Document must have a ship-to location
 - Document must have a bill-to location
- Line Checks
 - Each document must have at least one line.
 - Line quantity must equal the sum of its shipment quantities.
 - If a line references a contract, the contract must be approved.
 - If a line references a contract, the supplier on the contract must be the supplier on the PO header.
 - PO line total related to a contract plus existing approved lines relating to the same contract cannot exceed contract amount limit.
- Shipment Checks
 - Each PO line must have at least one shipment.
 - Shipment quantity must equal the sum of its distribution quantities.
 - Distribution Checks
 - Each shipment must have at least one distribution.
 - US Currency is being used.

1.2.3.3.2 Confirmation Messages

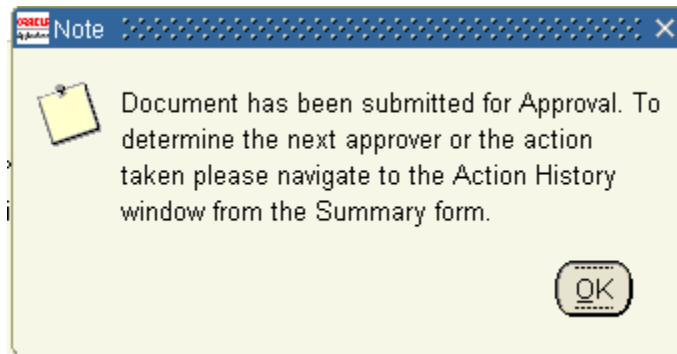
- The following messages occur with the successful submitting of the purchase order.



- Select  to proceed.



- Select  to proceed.



- Select  to proceed.



Since MTMC purchase orders are self-approved, the status on the purchase order changes from “Incomplete” to “Approved, Reserved” when the confirmation are complete. The purchase order obligation is recorded in the General Ledger.

2 Returning a Requisition

Purchasing lets you return a requisition line to the requisition preparer. You might want to return a requisition line if you are unable to obtain the requestor's price and want the requestor to resubmit the requisition for approval at a higher price.

- Navigation to the **Find Requisition Lines** window by selection **AutoCreate** from the navigator menu.

Find Requisition Lines (MTMC OU)

Approved Buyer

Requisition Requestor

Emergency PO Number Preparer

Supplier Sourcing Supplier List

Supplier Supplier Site

Document Type Document

☐ Global

☐ VMI Only

☐ Show External Locations

Minimum Amount

Currency

Rate Type

Ship-To

Item Status

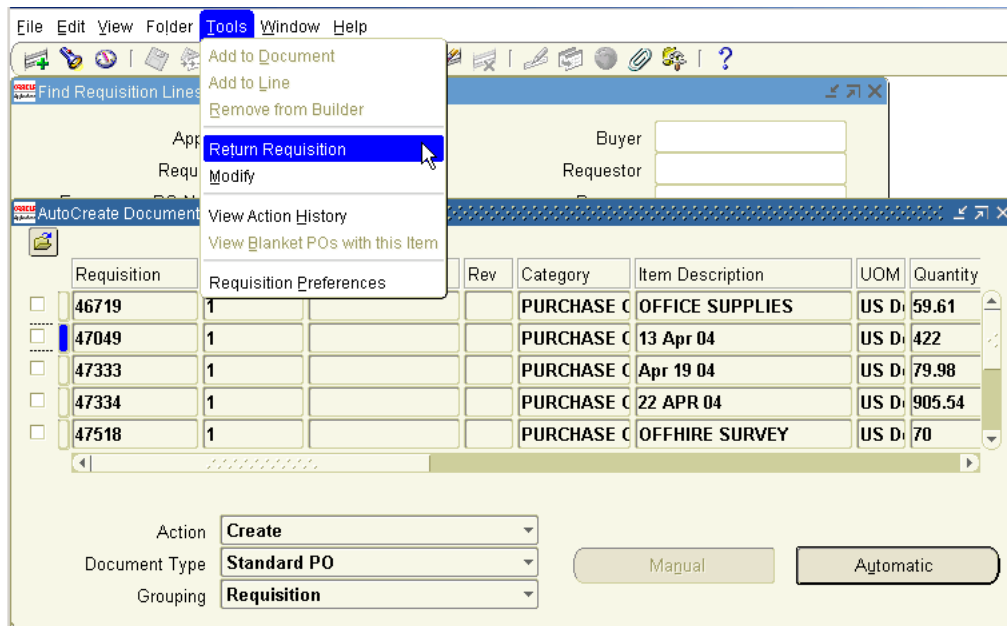
Item, Rev

Category

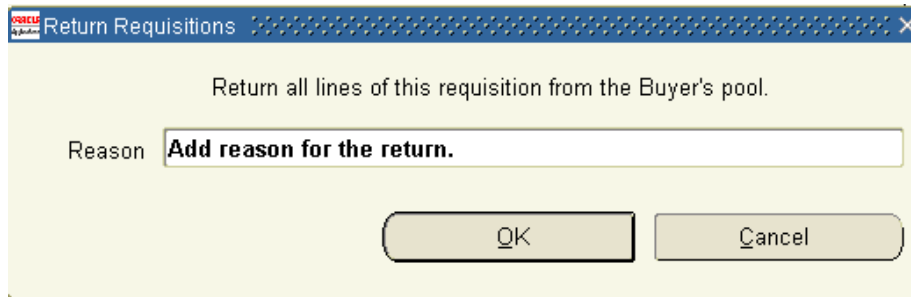
Description

Line Type

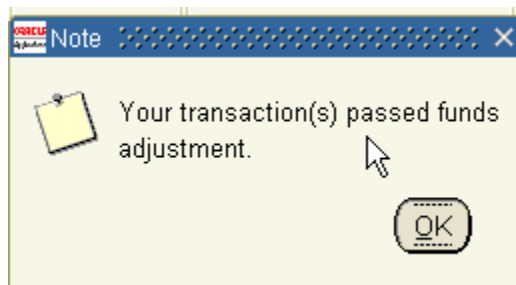
- Select to clear all the fields.
- Enter the requisition number in the **Requisition** field.
- Select to search requisitions that meet your selection criteria. The **AutoCreate Documents** window appears.




- Select the requisition line by clicking in the **Requisition Line Checkbox**. The selected line will be highlighted in blue.
- From the menu bar select Tools > Return Requisition.



- In the **Reason** field, enter a reason for the return.
- Select **OK** to return the requisition lines. The following window appears:



- Select  to complete the return.
 - **NOTE:** When you return requisition lines, they are no longer available in the requisition pool.

3 Receiving against Purchase Orders

The Requester or the designator for contracts (PR&C's), MIPR's, DD1556's, and utilities purchase orders require receipts. When services or goods have been received, the requestor receives or prepares a DD250 (material inspection and receipt report) for items not covered by contract. The receipt confirms the delivery of goods or that services were performed. The invoice sent to DFAS for payment is matched to the purchase order and its related receipt before payment is made. This three-way match confirms the following:

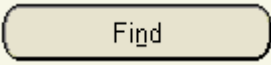
- Quantity billed on the purchase order shipment is less than or equal to Quantity ordered price on the purchase order shipment.
- Invoice price on the purchase order shipment is less than or equal to Purchase order price on the purchase order shipment.
- Quantity billed on the purchase order shipment is less than or equal to Quantity received on the purchase order shipment.

Entering purchase order receipts allows period-end accruals for uninvoiced receipts for Expense distributions.

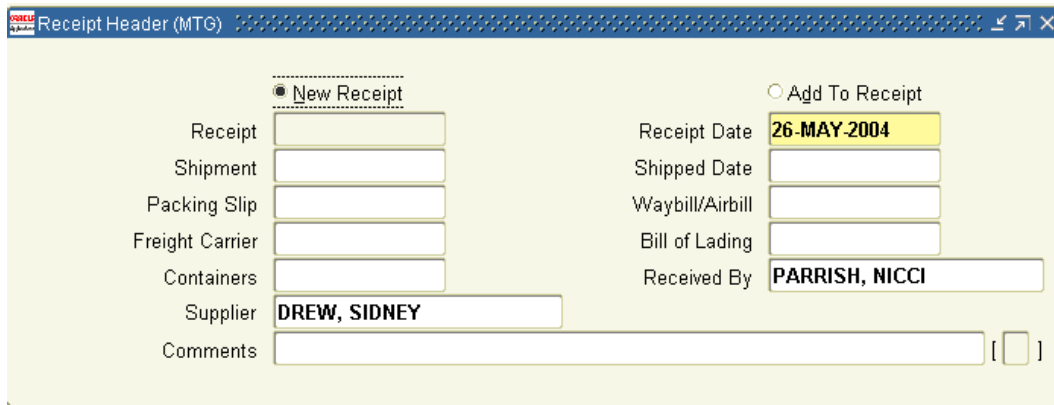
3.1.1 Find Expected Receipts

Navigate to the **Find Expected Receipts** window by selecting **Receiving > Receipts** from the navigator menu.

- Select  to clear all the fields.

- Leave default to **All** in the **Source Type** field. Currently SDDC only uses Supplier source types.
- Enter purchase order number in the **Purchase Order** field or select from the list of values.
- Click . The **Receipt Header** window appears.

3.1.2 Receipt Header



- Enter the following information on the **Receipt Header** window:

Receipt Header	Instructions	Comments
New Receipt button	Defaults	
Receipt Date	Defaults to the current date.	This date can be changed if the services or goods were received in the same month. If the services or goods were received in a prior month, accept the current date then adjust the acceptance. See section 3.1.4 Adjust Acceptance Date.
Comments	Enter the invoice or statement number in this field.	

- Close the **Receipt Header** window by clicking on the lower portion of the window to bring up the **Receipts** window.

3.1.3 Enter Receipts

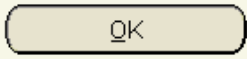

The screenshot shows the 'Receipts (MTG)' window with several tabs: Lines, Details, Currency, Order Information, Outside Services, and Shipment Information. The 'Lines' tab is active, displaying a table with columns: Quantity, UOM, Destination Type, Item, Rev, Description, and Location. The table contains eight rows of receipt data. Below the table, there are fields for Order Type (Standard), Supplier (DREW, SIDNEY), Item Description (PER DIEM), Destination (HQ, SDDC OPS CTR-FUSTER, Mr. EDM), Header Receiver Note, Shipment Receiver Note, Order (DRE0091TH47547), Due Date, Hazard, UN Number, and Routing (Direct Delivery). At the bottom, there are buttons for Lot - Serial, Cascade, Express, and Header.

Quantity	UOM	Destination Type	Item	Rev	Description	Location
440	US D	Expense			PER DIEM	HQ, SDDC
835	US D	Expense			PER DIEM/OTHER	HQ, SDDC
835	US D	Expense			PER DIEM/OTHER	HQ, SDDC
995	US D	Expense			PER DIEM/OTHER	HQ, SDDC
995	US D	Expense			PER DIEM/OTHER	HQ, SDDC
700	US D	Expense			PER DIEM/OTHER	HQ, SDDC
551	US D	Expense			PER DIEM/OTHER	HQ, SDDC

- Place the cursor in the **Quantity** field. The **Enter Transaction Events** window appears.

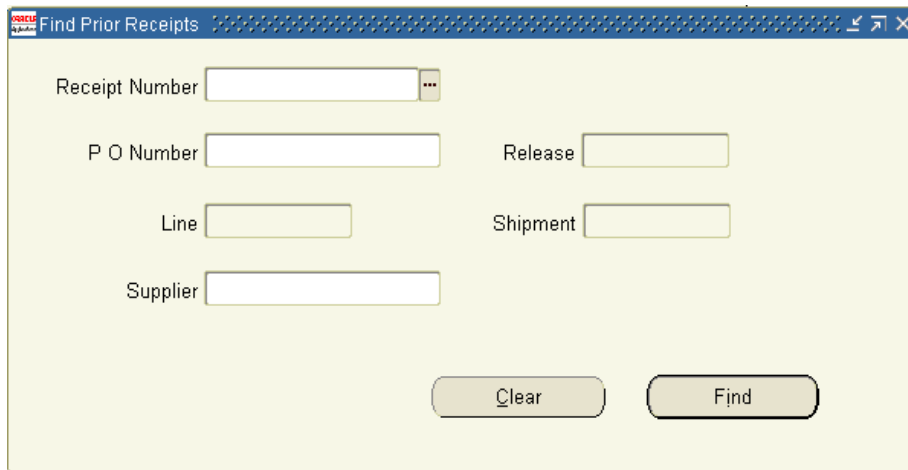
The screenshot shows the 'Enter Transaction Events' window. It has three main fields: Form Activity (PO Matched Receipts), Transaction Event (PO Matched Receipts), and Transaction Code (Expenditure-NonGov). Below these fields are OK and Cancel buttons. A mouse cursor is pointing at a list of values icon (three dots) next to the Transaction Event field.


- Place the cursor in the **Transaction Event** field and click the list of values icon. The system will automatically populate the **Transaction Event** field to PO Matched Receipts and the **Transaction Code** field to Expenditure-NonGov.

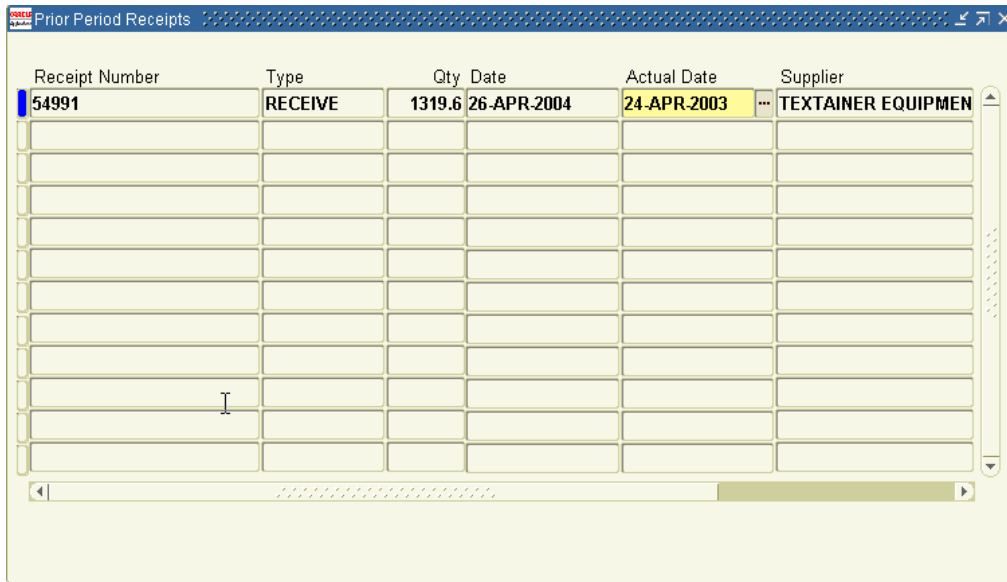
- **NOTE:** Do not enable the “Do not display this window again” checkbox. If this is done it is necessary to close out of the Receipts form and navigate back to it.
- Select  to proceed to the **New Document** window
-
- Select the line(s) you want to receive. Purchasing displays the **Quantity** due for the shipment. You can override this value if you are recording a partial receipt.
- **Location** field defaults in from the purchase order. If the location did not default, click the list of values icon to search for the location.
- Select  on the tool bar to complete the receipt. The system assigns a receipt number. The receipt number is displayed on the **Receipt Header** window. Make a note of the receipt number for future reference.

3.1.4 Adjust Acceptance Date

Navigate to the **Find Prior Receipts** window by selecting **Receiving > Adjust Acceptance > Prior Period Receipts** from the navigator menu.




- Enter the receipt number in the **Receipt Number** field or select the list of values icon to search for the receipt number.
- Select  to go to the **Prior Period Receipts** window.



The screenshot shows a software window titled "Prior Period Receipts". It contains a table with the following columns: Receipt Number, Type, Qty, Date, Actual Date, and Supplier. The first row of data is highlighted in yellow and contains the following information: Receipt Number 54991, Type RECEIVE, Qty 1319.6, Date 26-APR-2004, Actual Date 24-APR-2003, and Supplier TEXTAINER EQUIPMEN. There are several empty rows below the first one. A vertical scrollbar is on the right side of the table. At the bottom of the window, there is a horizontal scrollbar.

Receipt Number	Type	Qty	Date	Actual Date	Supplier
54991	RECEIVE	1319.6	26-APR-2004	24-APR-2003	TEXTAINER EQUIPMEN

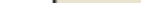
- Enter the actual date received in the **Actual Date** field.
- Select  on the tool bar to complete the receipt.

4 Purchase Order Summary


- Navigate to the **Find Purchase Orders** window by selecting **Purchasing Orders > Purchase Order Summary** from the navigator menu.

- Enter search criteria to limit the purchase orders window.
- Use the tabbed regions to further restrict the search:
 - Item tab search criteria: Item number, Revision number, Category, Item Description, and Supplier Item Number.
 - Date Ranges tab enter date ranges for the following dates: Order, Approved, Promised, Need By, and Closed.
 - Status tab limit the search by: Order Approval status (Approved, In Process, Incomplete, Pre-Approved, Rejected, or Requires Reapproval), Control status (Open, Closed, Finally Closed, Closed for Invoicing, Closed for Receiving, or Cancelled), Hold status (Yes or No), Frozen status (Yes or No), Firm status (Yes or No).
 - Related Documents tab limit the search by Supplier Quote number, Quote number, Quote Line number, Requisition number, Receipt number, Contract number, Invoice number, and Paper Requisition number.
 - Deliver To tab limit the search by destination Type (Expense, Inventory, Shop Floor), Deliver To Person, Organization, Location, and Subinventory.
 - Accounting tab limit the search by Period, GL Date, Charge Account, Budget Account, and whether there are Active Encumbrances (Yes or No).

- Projects tab limit the search by Project or Task number.

- Select  to initiate the search. The Purchase Order Header window appears.

[illegible]

- Select the line. The checkbox next to the purchase order number will turn blue.
- Click  to review the results.



The **Purchase Order Summary** window includes Header, Lines, Shipments, or Distributions. Depending on the search criteria you have specified, all summary windows may not be available. For example, if you specify criteria in the Accounting region, only the Purchase Order Distributions summary window is available.